

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE NO. 696 ✓

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RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF TRANSPORTATION

Operating Services Center
Administrator's Office

AGENCY

DIVISION

Item No.	Description	Retention
1.	Director of Administration General Administrative files which contain such items as reports, budget, legislative material, and other miscellaneous material which reflect the routine operations of this office.	Retain three (3) years, then destroy.

Schedule approved by Department, Agency or Division Representative

Robert H. Keely
Signature

Records Manager, DOT
Title

April 3, 1978
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

5/31/78
Date

Edwanda Papenfuss
Archivist

Date

Secretary